

FY 2007 LOCAL RECORDS PRESERVATION GRANT PROGRAM

Guidebook and Application

for the project year July 1, 2006 to June 30, 2007



ROBIN CARNAHAN
SECRETARY OF STATE

This FY07 Guidebook and Application is a revision of the FY06 publication. Please read it carefully as grant program and/or application form changes have occurred.

FY 2007 Application Deadline March 1, 2006

- Applications **MUST** be received or postmarked by the deadline date
- Faxed applications **not** accepted
- Submit the signed original application plus five (5) photocopies. **Do not staple, permanently secure or place the original in any type of binding or folder**, secure it with a binder clip or paper clip; the five (5) duplicate copies may be clipped or stapled.

Submit Applications to:

**Local Records Preservation Program
PO Box 1747
600 West Main, Room 107
Jefferson City MO 65102**

ATTN: Grant Administrator

FY 2007 GRANT PROGRAM TIMELINE

Late SEPT/early OCT workshop announcement mailing for FY 2007 grant cycle;
web posting available at www.sos.mo.gov/archives/localrecs/grants/

Early NOV to early DEC regional grant workshops provided

Mid-NOV to mid-JAN Local Records draft application review available

MARCH 1 (Delivery or Postmark date) application deadline

Early summer MHRAB grant review and award session

3 weeks after grant review session Secretary of State award letters mailed, followed by separate mailing for:

- Grant agreement forms mailed to awardees
- “Regrets” letters from Local Records to un-awarded applicants
- Project implementation packets mailed to project contacts
- 1st grant payment processing generally by Sept

Mid JAN due date for Interim Report

JUNE 1 due date for Final Report

JUNE 30 closing date for the FY07 grant cycle

- Final Reports processed in order received
- Financial adjustments, if necessary, completed
- Final grant payment or returned grant funds processing

Sequence begins again with Fall grant workshops

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NOTE:

In order to correctly complete this application form you must be aware of the grant program guidelines, see "Program Description, Guidelines & Administrative Rules" section, and follow the instructions provided at "Application Preparation & Instructions."

Fields are fixed in this online form; see page 25 in the Instructions section for alternate options to complete the application form.

Use the "Checklist" on page 52 in the Instructions section prior to submitting your project application.

APPLICATION FORM

un-numbered pages

Applicant Identification

Project Proposal Narrative

Budget Summary

Budget and Financial Considerations

Related Evaluation Factors

Check Payee Form

[Letter of Commitment inserted by applicant]

Records to Be Microfilmed Form/s, if appropriate to project

Reader/Printer Request Form, if appropriate to project

[Identification of services and products inserted by applicant]

[Floor plan &/or appropriate additions/other relevant information inserted by applicant]

[Project Personnel Resumes inserted by applicant]

[Applicable additions or other relevant information/materials inserted by applicant]

Electronic Fund Transfer Form, if appropriate

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